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Parts I and II
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AFSC 3S2X1

Education and Training



CAREER FIELD EDUCATION

AND TRAINING PLAN

**CAREER FIELD EDUCATION AND TRAINING PLAN
EDUCATION AND TRAINING SPECIALTY
AFSC 3S2X1**

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**EDUCATION AND TRAINING SPECIALTY
AFSC 3S2X1
CAREER FIELD EDUCATION AND TRAINING PLAN**

Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive document that identifies education/training requirements, support resources, and minimum core task requirements for this specialty. The CFETP will provide personnel a clear career path and will establish formality in all aspects of career field training. **NOTE:** When applicable, civilians occupying associate positions may use the CFETP Part II to support duty position qualification training.

2. The CFETP consists of two parts; both parts of the plan are used to plan, manage, and control training within the career field.
 - 2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan; Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path; Section C associates each level with specialty qualifications (knowledge, education, training, and other); Section D indicates resource constraints. Some examples are funds, manpower, equipment, and facilities.

 - 2.2. CFETP Part II includes the following: Section A, the Course Objective List; Section B, Support Material; Section C, the Training Course Index; and Section D, the list of MAJCOM Unique Requirements. Section E, identifies the Specialty Training Standard (STS), which includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, core tasks, wartime tasks, and correspondence course requirements.

3. Using guidance provided in the CFETP will ensure AFSC 3S2X1 personnel receive training at the appropriate point in their career. At the unit level, supervisors and trainers will use CFETP Part II to identify, plan, and conduct training commensurate with the overall goals of this guide.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Distributed Learning (ADL) – ADL is an evolution of distributive learning [distance learning] that emphasizes collaboration on standards-based versions of reusable objects, networks, and learning management systems, yet may include some legacy methods and media.

Advanced Training (AT) – A formal course d for a technical or supervisor level Air Force Specialty (AFS). Training is for selected career airman in the advanced technology of the AFS. Training is normally restricted to senior NCOs. Graduates are not awarded a new AFSC.

Air Force Career Field Manager (AFCFM) – An individual charged with the responsibility for overseeing all training and career field management for an Air Force specialty or group of specialties.

Air Force Job Qualification Standard (AFJQS) – A comprehensive task list common to all persons serving in the duty position, which describes a particular job type or duty position.

Air Force Specialty – A group of positions (with the same title and code) that require common qualifications.

Career Field Education and Training Plan (CFETP) – A comprehensive core training document that identifies:

- Education and training requirements
- Training support resources
- Minimum core task requirements for a specialty

The CFETP gives personnel a clear career path and instills formality in career field training.

Computer Based Training (CBT) – The use of computers to aid in the delivery and management of instruction.

Core Task – A performance statement identified by the AFCFM as a minimum qualification requirement within an AFSC. Core tasks may be specified for a particular skill level, duty position, or in general across the AFS. Guidance for using core tasks can be found in the applicable CFETP narrative.

Course Objective List (COL) – A comprehensive list derived from an initial/advanced skills Course Training Standard, identifying the tasks, knowledge requirements, and performance capability required to achieve a 3-/5-/7-skill level in an AFS. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, *Developing, Managing and Conducting Military Training Programs*.

Distance Learning (DL) – Includes video teleseminar (VTS), video teletraining (VTT), Career Development Courses (CDCs) and computer based training (CBT). Formal courses that a training wing or a contractor develops for export to a field location (in place of resident training) for trainees to complete without on-site support of the formal school instructor.

Duty Position – The tasks assigned to an individual for the position currently held. These include as a minimum all core tasks and tasks assigned by the supervisor.

Functional Manager (FM) – Individual charged with responsibility for overseeing training and career field management activities within a respective MAJCOM. These individuals assist/advise the AFCFM in decisions regarding the associated career field and provide input at a Utilization and Training Workshop (U&TW).

Initial Skills Training – A formal school course that results in an AFSC 3-skill level award.

Occupational Survey Report (OSR) – A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

On-The-Job Training (OJT) – Hands-on, “over-the-shoulder” training that a duty location uses to certify personnel in both upgrade (skill-level award) and job qualification (position certification) training.

Qualification Training (QT) – Hands-on performance training that personnel design to qualify an airman in a specific position. This training occurs both during and after upgrade training to maintain up-to-date qualifications.

Representative Sites – Typical organizational units having similar missions, weapon systems or equipment, or a set of jobs, used as a basis for estimating average training capacities and costs within the Training Impact Decision System (TIDES).

Resource Constraints – Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Specialty Training – The total training process used to qualify airmen in their assigned specialty.

Specialty Training Standard (STS) – An Air Force publication that describes skills and knowledge that an airman in a particular Air Force specialty needs on the job. It further serves as a contract between AETC and the AFS. The STS matches the job performance requirements for an AFS) with the applicable course training objective.

Standard – An exact value, a physical entity, or an abstract concept that the appropriate authority custom, or common consent sets up and defines to serve as a reference, model, or rule in measuring quantities or qualities, developing practices or procedures, or evaluating results. A fixed quantity or quality.

Total Force – All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

Training Capability – The ability of an organization to provide training. Authorities consider the availability of equipment, qualified trainers, study reference materials, and so on in determining a training capability.

Training Capacity – The capability of a training setting to provide training on specified requirements, based on the availability of resources.

Training Impact Decision System (TIDES) – Decision support system to help information and training communities balance a specialty’s training needs versus resources and requirements to optimize career field management.

Training Planning Team (TPT) – Comprised of subject matter experts (SMEs) who are more intimately involved in training development. The range of issues surpasses those covered during the Utilization and Training Workshop (U&TW).

Training Requirements Analysis – A detailed analysis of tasks for a particular AFS to be included in the training decision process.

Type-4 Training – Special or regular onsite training that Training Detachments (TDs) or Mobile Training Teams (MTTs) conduct. These TDs and MTTs consist of AETC instructors that authorities have temporarily assigned to conduct onsite training at operational units.

Type-6 Training – Job Site Training (JST) is formal training developed by a training wing (TRW) or a TRW contractor to be exported to a field location and designed to be learned without the on-site support of the formal school instructor. JST can use any media and must be scheduled, tracked, evaluated, and completion verified before credit is given to graduates.

Upgrade Training (UGT) – Mandatory training which leads to the award of a higher skill level.

Utilization and Training Workshop (U&TW) – A forum of the AFCFM, FMs, SMEs and AETC training personnel to determines career ladder training requirements.

Wartime Task – Any task identified by higher headquarters for personnel to perform during contingencies or wartime. Training for these tasks may be provided through formal or on-the-job training.

Section A - General Information

1. Purpose. This CFETP provides information necessary for the AFCFM, FMs, commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Individuals receive initial skills training upon retraining into this specialty. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, and 9-skill levels. The CFETP has several purposes, some are:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

1.4. Identifies major resource constraints which impact full implementation of the desired career field training process.

2. Uses. The plan will be used by FMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop/revise formal resident, non-resident, field and Type-6 or ADL training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. FMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. Identified requirements can be satisfied by OJT, resident training, contract training, or exportable courses. MAJCOM-developed training to support this AFSC must be identified for inclusion into plan.

2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

3. Coordination and Approval. The AFCFM is approval authority. MAJCOM FMs will identify and coordinate the AFS training requirements. The AETC training manager for this specialty will initiate an annual review of this document to ensure currency and accuracy.

Section B - Career Progression and Information

4. Specialty Description.

4.1. Specialty Summary. Conducts education and training (E&T) tasks for maintenance, operations, support training; education services; curriculum development; and instructor activities. Develops, delivers, and evaluates E&T programs. Administers E&T programs and oversees E&T activities and personnel. Related DoD Occupational Subgroup: 570.

4.2. Duties and Responsibilities.

4.2.1. Develops, delivers, and evaluates E&T programs. Applies instructional system development (ISD) process. Collects and analyzes job performance data, and conducts occupational analysis surveys. Compares individual knowledge and skills with job standards, and identifies E&T requirements. Develops and validates standards. Determines adequacy of existing courses and programs. Screens and validates formal E&T requirements. Develops objectives to meet Air Force academic, vocational, and technical standards. Determines most cost-effective method to deliver E&T. Sequences objectives; selects instructional design, method, and media; and identifies resource needs. Creates materials to support objectives. Develops test and standards to measure individual abilities. Evaluates E&T programs, recommends actions to correct deficiencies, and oversees evaluations and surveys. Conducts, validates, and revises programs and instruction. Coordinates user feedback with career field managers and E&T providers, and monitors corrective actions.

4.2.2. Administers E&T programs. Serves as E&T program manager. Consults on ISD process and career field E&T plans (CFETP). Advises on E&T materials and services. Conducts work center visits, and organizes programs to develop and conduct job site training. Advises on unit and individual E&T progress. Identifies E&T providers, capabilities, and resources, and ensures availability of materials. Recommends revisions to E&T programs and CFETPs. Helps obtain and analyze history of E&T achievements, establish goals, and enroll in classes, courses, and programs. Prepares and maintains records, files, and materials. Maintains liaison with activities conducting, scheduling, or supporting E&T requirements. Coordinates and schedules events and facility use. Requests course quotas; monitors formal E&T process; and maintains records of course attendance, withdrawals, completions, and costs. Manage automated systems and products, measurement tools, multimedia and maintenance qualification training programs, and the extension course program. Coordinates wartime task training.

4.2.3. Oversees E&T activities. Organizes E&T programs to achieve educational goals and mission requirements. Prepares directives to manage and control E&T programs. Implements policies and coordinates changes. Develops and manages reporting procedures. Maintains E&T data, and provides statistical reports on programs and operations. Monitors progress, identifies problem areas, determines causes, recommends corrective action, and provides counsel. Organizes and controls facilities, supplies, and equipment to support E&T needs. Forecasts E&T requirements, determines validity, and assesses cost. Participates in utilization and training workshops, training planning teams, and training planning groups.

5. Skill/Career Progression. Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its

mission. It is essential to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure everyone receives viable training at appropriate points in their career.

5.1. Apprentice (3) Level. The initial skills course J3ALR3S231 002, Education and Training Apprentice, must be completed for the award of AFSC 3S231. Initial skills training requirements were identified during the 3S2X1 Utilization and Training Workshop, held 21-27 May 2000 at Randolph AFB. The decision to train specific tasks and knowledge items in the initial skills course is based on a review of occupational survey report (OSR) data and subject matter expert (SME) input. Task and knowledge training requirements are identified in the STS, at Part II, Sections A and B

5.2. Journeyman (5) Level. UGT consists of (1) completing CDC 3S251; (2) all core tasks for the AFSC identified with a single asterisk "*" in column 2, paragraphs 3 and 4, and all tasks in the assigned duty position with a double asterisk "**" in paragraph 5 of Part II of the CFETP; (3) any other duty position requirements identified by their supervisor; and (4) a minimum of nine months time in training, for the award of AFSC 3S251. Additional QT becomes necessary when personnel transfer to another duty position, the unit mission changes, a new piece of equipment or any time new techniques, procedures, or a need for increased productivity occurs.

5.3. Craftsman (7) Level. Begin UGT to the 7-skill level upon selection to SSgt.. UGT consists of completing (1) all core tasks for the AFSC identified with a single asterisk "*" in column 2, paragraphs 3 and 4, and all tasks in their assigned duty position with a double asterisk "**" in paragraph 5 of Part II of the CFETP; (2) 7-level course J6ADL3S271-000 (upon activation); and (3) a minimum of 12 months time in training for the award of AFSC 3S271.

5.4. Superintendent (9) Level. SMSgts are awarded AFSC 3S291 upon the recommendation of the supervisor.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for AFSC 3S2X1.

6.1. Initial Skills. The initial skills course was revised to provide training needed to prepare graduates for education and training related positions.

6.2. Advanced Skills Training. The 7-level course was created to provide 7-level upgrade trainees the education and training skills necessary to become 7-level craftsman. The course is distributed on CD ROM. It is a problem/solution-based course designed along the theme of "a day in the life of a Training Manager." Graduates are considered qualified in the highest technical aspects of AFSC 3S271.

6.3. Upgrade Training. Specialized Course (SC) 3S200 was converted to CDC 3S251 and revised to incorporate Education Services Functions, identifying and planning training, and analyzing education/training data for trends. Deleted information includes knowledge relating to electronic publications, managing CFETPs and JQs, conducting education and training meetings, using automated education and training systems and products, evaluating AFSC training and processing training actions, and managing the CDC and testing programs. Core

tasks and other requirements established for the 7-skill level provide familiarization on the broad spectrum of education and training.

7. Community College of the Air Force (CCAF). Enrollment in CCAF occurs automatically upon completion of basic military training and assignment to an Air Force career field. CCAF provides the opportunity to obtain an Associate of Applied Sciences Degree. **Exception:** AFSC 3S2X1 personnel must request enrollment into the new degree program. In addition to its associates degree program, CCAF offers the following:

7.1. Occupational Instructor Certification. Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, CCAF affiliated instructors who possess an associates degree or higher may be nominated by their school commander/commandant for certification as an occupational instructor.

7.2. Degree Requirements. In addition to possessing a five-skill level, the following requirements must be met according to the applicable CCAF General Catalog for the award of an associates degree.

Semester Hours	
Technical Education	24
Leadership, Management, and Military Studies.....	6
Physical Education.....	4
General Education.....	15
Program Elective.....	15
Technical Education; Leadership, Management, and Military Studies; or General Education	
Total.....	64

7.2.1. Technical Education (24 Semester Hours): A minimum of 12 semester hours of technical core subjects/courses must be applied and the remaining semester hours applied from technical core/technical elective subjects/courses.

7.2.2. Leadership, Management, and Military Studies (6 Semester Hours): Professional military education and/or civilian management courses.

7.2.3. Physical Education (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training.

7.2.4. General Education (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

7.2.5. Program Elective (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting GER application criteria. Six semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied. See the CCAF General Catalog for details regarding the Associate of Applied Science degree for this specialty.

7.3. Air Education and Training Command instructors must pursue an associates degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

8. Career Field Path.

8.1. Enlisted Career Path.

Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year of Tenure (HYT)
Basic Military Training School				
Apprentice Technical School (3-Skill Level)	Amn A1C	6 months 16 months		
Upgrade to Journeyman (5-Skill Level) - Minimum 15 months time in training (nine months for retrainees)OJT- Complete appropriate CDC if/when available	SrA	3 years	28 Months	10 years
Airman Leadership School - Must be a SrA with 48 months time in service or a SSgt selectee - Resident graduation is a prerequisite for SSgt sew-on (Active Duty only)	<u>Trainer</u> - Must attend the formal AF Training Course and be appointed by the commander - Trainers must be qualified and certified on tasks to be trained			
Upgrade to Craftsman (7-Skill Level) - Minimum rank of SSgt - Minimum 12 months OJT - Advanced technical school	SSgt	7.5 years	3 years	20 years
Retrainees - Minimum 9 months for 5-level UGT - Minimum 12 months for 7-level UGT	<u>Certifier</u> - SSgt with a 5-skill level or civilian equivalent - Attend formal AF Training Course and be appointed by the commander - Be a person other than the trainer (Core and Critical tasks only)			
Noncommissioned Officer Academy - Must be a TSgt or TSgt selectee - Resident graduation is a prerequisite for MSgt sew-on (Active Duty only)	TSgt	12.5 years	5 years	20 years
	MSgt	16 years	8 years	24 years
USAF Senior NCO Academy - Must be a SMSgt, SMSgt select, or a selected MSgt - Resident graduation is a prerequisite for promotion to CMSgt(Active Duty only)	SMSgt	19.2 years	11 years	26 years
Upgrade to Superintendent (9-Skill Level) - Minimum rank of SMSgt	CMSgt	21.5 years	14 years	30 years

8.2. Enlisted Career Path (Air Reserve Component)

Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year of Tenure (HYT)
Basic Military Training School				
Apprentice Technical School (3-Skill Level) Upgrade to Journeyman (5-Skill Level) - Minimum 15 months time in training (nine months for retrainees)OJT - Complete appropriate CDC if/when available	Amn A1C SrA	6 months 16 months 3 years	28 Months	
Airman Leadership School - Must be a SrA with 48 months time in service - ALS/Correspondence Course required to sew on SSgt	<u>Trainer</u>			
	- Must attend the formal AF Training Course and be appointed by the commander - Trainers must be qualified and certified on tasks to be trained			
Upgrade to Craftsman (7-Skill Level) - Minimum rank of SSgt - Minimum 12 months OJT - Complete advanced course	SSgt	8.25 years	3 years	33 years
Retrainees - Minimum 9 months for 5-level UGT - Minimum 12 months for 7-level UGT	<u>Certifier</u>			
	- SSgt with a 5-skill level or civilian equivalent - Attend formal AF Training Course and be appointed by the commander - Be a person other than the trainer (Core and Critical tasks only)			
Noncommissioned Officer Academy - Must be a SSgt or TSgt - Resident/correspondence is a prerequisite to sew on MSgt	TSgt	14.6 years	5 years	33 years
	MSgt	17.1 years	8 years	33 years
USAF Senior NCO Academy - Must be a SMSgt, SMSgt select, or a selected MSgt - Resident/correspondence is a prerequisite for promotion to CMSgt	SMSgt	18 years	11 years	33 years
Upgrade to Superintendent (9-Skill Level) - Minimum rank of SMSgt	CMSgt	21.4 years	14 years	33 years

Section C - Skill Level Training Requirements

9. Purpose. Skill level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the CFETP Part II, Sections A and B of this CFETP.

10. Apprentice Level Training:

10.1.1. Specialty Qualification.

10.1.1.1. Knowledge. Knowledge in the follow areas is mandatory: principles, policies, and procedures regarding Air Force education and training programs; interviewing and counseling techniques; training techniques and instruction methods; task analysis procedures, learning processes, curriculum development, training evaluations, and automated education and training systems and products; effective writing skills; editing practices; instructional media application, training reporting, program/curriculum validation, and implementation procedures; training program management; scheduling training events and facilities; conducting assistance visits and training meetings; work center and individual job qualification standard development; education institution registration requirements; and military personnel classification system and policies; application of communicative interpersonal skills; and distance learning concepts.

10.1.1.2. Education. Completion of high school or general educational development (GED) equivalency is mandatory for entry into this AFSC. Completion of a CCAF or other associates degree program, or college level courses in English composition and grammar, speech, computer science, and sociology are highly recommended for entry into this AFSC.

10.1.1.3. Training. Completion of course J3ALR3S231 002, Education and Training Apprentice, is mandatory for award of the 3-skill level AFSC. Completion of the Instructional System Designer course is mandatory for personnel performing curriculum designer functions. Completion of an accredited instructor training course is mandatory for individuals assigned to instructor positions. Completion of the following courses is desirable: instructor training course, technical writing course, curriculum development course, academic counseling course, instructional system designer course, principles of instruction course.

10.1.1.4. Experience. N/A

10.1.1.5. Other. Prior qualifications in any AFSC at the 5-skill level or higher (3-skill level, if no 5-skill level exists), SrA or higher, and the ability to speak clearly and distinctly, are mandatory for entry into and retention of this specialty. Ability to use word processing software is desirable. Mandatory General AQE score of 56. Retraining interviews are mandatory for entry into this career field. The interview is conducted by the base AFSC 3S2X1 functional manager. (Not applicable to AFRC and ANG)

10.1.2. Training Sources and Resources. Completion of course J3ALR3S231 002, Education and Training Apprentice (PDS Code 472), satisfies the knowledge and training requirements

specified in the specialty qualification section (above) for award of the 3-skill level. The Course Objectives List (COL) identifies all the knowledge and tasks, with their respective standards.

10.2. Journeyman Level Training:

10.2.1. Specialty Qualification. Enter five-skill level UGT after completion of the three-skill level course.

10.2.1.1. Knowledge. Knowledge of the following areas is mandatory: principles, policies, and procedures regarding Air Force education and training programs; interviewing and counseling techniques; leadership and supervision principles; training techniques and instruction methods; task analysis procedures, learning processes, curriculum development, training evaluations, and automated education and training systems and products; effective writing skills; editing practices; instructional media application, training reporting, program/curriculum validation, and implementation procedures; training program management; scheduling training events and facilities; conducting assistance visits and training meetings; individual and work job qualification standard development; education institution registration requirements; military personnel classification system; policies, application of communicative interpersonal skills; and distance learning concepts.

10.2.1.2. Education. N/A

10.2.1.3. Training. UGT consists of completing all AFSC core tasks identified with a single asterisk "*", all tasks in the assigned duty position identified with a double asterisk "**", the CDC 3S251, and any other duty position requirements identified by the supervisor.

10.2.1.4. Experience. Conducting or developing education or training programs, and qualification in assigned tasks in education services or unit, base, or maintenance training duty positions.

10.2.1.5. Other. N/A

10.2.2. Training Sources and Resources. N/A.

10.3. Craftsman Level Training:

10.3.1. Specialty Qualification. All 3S231 and 3S251 qualifications apply to 3S271 requirements.

10.3.1.1. Knowledge. Knowledge of the following is mandatory: principles, policies, and procedures regarding Air Force education and training programs; interviewing and counseling techniques; leadership and supervision principles; training techniques and instruction methods; task analysis procedures, learning processes, curriculum development, training evaluations, and automated education and training systems and products; effective writing skills; editing practices; instructional media application, training reporting, program/curriculum validation, and implementation procedures; training program management, scheduling training events and

facilities; conducting assistance visits and training meetings; individual and work job qualification standard development; education institution registration requirements; military personnel classification system; policies; application of communicative interpersonal skills; and distance learning concepts.

10.3.1.2. Education. To assume the grade of SSgt and MSgt individuals must be graduates of the Airman Leadership School and NCO Academy, respectively (for ANG/AFRES completion of AFIADL Courses 00001, 00006D and 00006E satisfies the ALS & NCO Academy requirement).

10.3.1.3. Training. Completion of the following requirements is mandatory for the award of the seven-skill level: (1) all core tasks for the AFSC (identified with a single asterisk "*" and all tasks in the assigned duty position with a double asterisk "**" and (2) course J6ADL3S271-000, Education and Training Craftsman (upon activation).

10.3.1.4. Experience. Prior qualification as an Education and Training journeyman is mandatory.

10.3.1.5. Other. N/A

10.3.2. Training Sources and Resources. Completion of training references listed in the CFETP Part II satisfies the knowledge requirements specified in the specialty qualification section for award of the seven-skill level. The CFETP Part II identifies all the core tasks required for qualification.

10.4. Superintendent Level Training:

10.4.1 Specialty Qualification.

10.4.1.1. Knowledge. Knowledge of the following areas is mandatory: education, maintenance and support training management, functions, and policies; related military personnel classification policies; instructional system development, management, operation, and evaluation; wartime and contingency training planning; and test development, administration, and management.

10.4.1.2. Education. N/A.

10.4.1.3. Training. Qualification as an Education and Training craftsman is mandatory. Also, experience in directing functions such as education and training programs is mandatory.

10.4.1.4. Experience. Promotion to SMSgt and recommendation by supervisor.

10.4.1.5. Other. N/A

10.4.2. Training Sources/Resources. N/A.

Section D - Resource Constraints

11. Purpose. This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

12. Apprentice Level Training: J3ALR3S231-002, Education and Training Apprentice Course.

12.1. Constraints. Required lead-time for development of resident training to meet added and changed training requirements specified in this CFETP.

12.1.1. Impact. Required training will not be ready for implementation upon publication of this CFETP.

12.1.2. Resources Required. Manpower resources are available to complete required course revisions by the specified target completion date. Command assistance may be necessary to supplement job experience and subject matter expertise of the assigned instructor staff.

12.1.3. Action Required. Complete a revision of the 3-level course to meet all training requirements and proficiency codes identified in this CFETP.

12.2. OPR/Target Completion Date. 82 TRSS/TTF will implement revised training with class beginning 20010323 and graduating 20010612.

13. Five Level Training: CDC 3S251, *Education and Training Manager.*

13.1. Constraints. Required lead-time for development of non-resident training to meet added and changed training requirements specified in this CFETP.

13.1.1. Impact. Required training will not be ready for implementation upon publication of this CFETP.

13.1.2. Resources Required. Manpower resources are available to complete required course revisions by the specified target completion date. Command assistance may be necessary to supplement job experience and subject matter expertise of the assigned instructor staff.

13.1.3. Action Required. Complete the revision of CDC 3S251 to meet all training requirements identified in this CFETP.

13.2. OPR/Target Completion Date. This CDC will be available for order from AFIADL in March 2001.

14. Seven-Level Training: N/A

14.1. Constraints. N/A

14.1.1. Impact. N/A

14.1.2. Resources Required. N/A

14.1.3. Action Required. Course J6ADL3S271 000, Education and Training Craftsman, is currently under development as a Type 6 CD ROM (web-ready) course based on the training requirements, method, and media determined by the Integrated Process Team (IPT) in July 1998.

14.2. OPR/Target Completion Date. 82 TRSS/TTF is the OPR for course development. Service test for the new course will be in January 2001 and final implementation is scheduled for August 2001. Items added as a result of this U&TW will be added at a later date.

Section E – Transitional Training Guide

N/A

Part II

Section A - Course Objective List

N/A

Section B - Support Material

The 3S2 Career Field does not have any applicable QTPs.

Section C - Training Course Index

1. Purpose. This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs.

2. Air Force In-Residence Courses.

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>USER</u>
J3ALR3S231 002	Education and Training Apprentice	Sheppard	82 TRSS
()3AIR3S200 069	Basic Instructor	Each TTW	82 TRSS
J4AIT3S200 000	Principles of Instruction	MTT	82 TRSS
J3AZR3S200 010	Instructional System Designer	Sheppard	82 TRSS
J4AZT3S200 010	Instructional System Designer	MTT	82 TRSS
J3AZR3S200 003	Computer Based Instruction (CBI) Designer	Sheppard	82 TRSS
J4AZT3S200 003	Computer Based Instruction (CBI) Designer	MTT	82 TRSS
J3AZR3S200 008	Interactive Video Teletraining (IVT) Techniques	Sheppard	82 TRSS
J3AZR3S200 009	Selection and Use of Multimedia in Training (SUMMIT)	Sheppard	82 TRSS
	DANTES Test Control Officer's (TCO) Workshop		
	CCAF Advisor's Work Shop	Gunter	CCAF

3. Air Force Institute for Advanced Distributed Learning (AFIADL) Courses

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>USER</u>
CDC 3S251	Education and Training Manager	Sheppard	82 TRSS

4. Distance Learning Courses

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>USER</u>
J6ADL3S251 000	AFTC Instructor Seminar	Sheppard ATN Broadcast	82 TRSS
J6AJI3S251 000	AFTC (Paper-based)	Exportable	82 TRSS
J6ADL3S271-000	Education and Training Craftsman	Sheppard	82TRSS
	Job Site Training (JST) POC Orientation	Keesler ATN Broadcast	2AF

Section D - MAJCOM Unique Requirements

1. The following list of MAJCOM unique responses is not all-inclusive; however, it covers the most frequently referenced areas.

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>
Y140020	ACC Maintenance Training Management Course	Hill AFB, UT
Y140021	ACC Instructional Systems Designer Course	Hill AFB, UT
AMC 3S2X1-000	AMC Maintenance Training Course	Air Mobility Warfare Center

Section E - Specialty Training Standard (STS)

1. Implementation. The STS will be used for technical training provided by AETC for the three-skill level Education and Training Apprentice course with the class beginning with **20010130** and graduating **2001323**.

2. Purpose. The following paragraphs describe the STS as prescribed in AFI 36-2201:

2.1. Column 1 (Tasks, Knowledge, and Technical References) the most common tasks knowledge, and technical references (TR) necessary for an airman to perform duties in the 3-, 5-, and 7-skill level. **Column 2** (Task Type) identifies 5- and 7-skill level Core Tasks (“*”), tasks required within the specific duty position (“***”), and Wartime/Contingency Tasks (/).

2.2. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training systems to document technician qualifications, if available. Task certification, as a minimum, must show Start Date (if applicable), Tng Comp Date, Trainer and Trainee Initials on all core tasks and non-core tasks required for duty position qualification. **Third party certification is not required for core tasks; however, the Certifier Initials column may be used to document locally established third party certification requirements.**

2.3. Column 4 shows formal training and correspondence course requirements, and the proficiency to be demonstrated on the job by the graduate. The CDC column contains the proficiency codes that identify the knowledge level to be attained. The web address for the Air Force Institute for Advanced Distributed Learning (formerly ECI) is <http://www.maxwell.af.mil/au/afiadl>.

2.4. Qualitative Requirements. Paragraph 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development course. When placed in the AF Form 623 and used as described in AFI 36-2201 and AFMAN 36-2247, the qualitative requirements become the job qualification standard (JQS) for UGT or QT.

2.5. Documentation. Identify duty position requirements by circling, in pencil, the subparagraph number next to the task statement. As a minimum, complete the following columns in the STS: Start date (if applicable), Training Completed, Trainee and Trainer Initials, and based on local requirements (see para 2.2), the Certifier Initials.

2.5.1. Converting from an Old STS to a New STS. Use the STS to identify and certify all past and current qualifications. For tasks previously certified and required in the current duty position, recertify using current date as completion date and enter trainee and trainer's initials. **Do not transcribe certification on non-core tasks not required in the current duty position.** Give the entire CFETP to the trainee for personal disposition.

2.5.2. Documenting Career Knowledge. When a CDC is not available: the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFMAN 36-2108. For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the trainer/supervisor, and receives certification on the STS. **NOTE:** Career Knowledge must be documented prior to submitting a CDC waiver.

2.5.3. Decertification and Recertification. When an airman becomes unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using an automated system. Appropriate remarks are entered on the AF Form 623a, On-The-Job Training Record Continuation Sheet, stating the reason for decertification. Recertify (if required) either by erasing the old entries, or by using correction fluid (if the entries were made in ink) over the previously certified entry. Recertify core and duty position tasks with current date, trainee and trainer's initials.

2.6. Training Standard. Tasks are trained using the Go/ No Go standard of performance. Go means the individual can perform the task without assistance and meets local demands for accuracy, timeliness, and correct use of procedures.

2.7. Additional Task Requirements. All duty position tasks identified with a double asterisk “**” and all non-core Wartime/Contingency tasks identified with a slash (/) are required only when assigned to that specific duty position. Supervisors may add additional tasks as duty position requirements.

2.8. Promotion Tests. The STS also serves as a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The test samples subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based on study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of AFI 36-2606, US Air Force Reenlistment, Retention, and NCO Status Programs. WAPS is not applicable to the Air Reserve Component.

3. Recommendations: Report unsatisfactory performance of individual course graduates to 82 TRSS/TTF, 620 9th Avenue, STE-2, Sheppard AFB, TX, 76311-2334. Reference specific CFETP Part II paragraphs. A customer service information line has been installed for the supervisor’s convenience to identify graduates who may have received over or under training on tasks/knowledge items listed in the STS. For a quick response to problems, call the Customer Service Information Line (CSIL); Defense Switched Network (DSN) 763-5236 or commercial area code 940-676-5236, anytime day or night.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

DONALD L. PETERSON, Lt General, USAF
Deputy Chief of Staff, Personnel

STS Paragraphs

1. Education and Training Career Field
2. Supervision and Training
3. Training Management Functions
4. Training Development and Management
5. Base Training Functions
6. Education Services Functions
7. Instructional Systems Development
8. Major Command (MAJCOM) Education and Training

This Block Is For Identification Purposes Only		
Name Of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	SSAN
Printed Name Of Trainer and Certifying Official And Written Initials		
N/I	N/I	

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)
<p>Explanations</p> <p>* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)</p> <p>** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.</p> <p>- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.</p> <p>X This mark is used alone in course columns to show that training required but not given due to limitations in resources.</p>		

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	(1) Course	(2) QTP
1. EDUCATION AND TRAINING CAREER FIELD TR: AFI 36-2101, AFI 36-2108, CFETP 3S2X1												
1.1. Career field structure						B						
1.2. Duties of AFSC 3S2XX						B						
1.3. Progression in Career ladder 3S2XX						B						
2. SUPERVISION AND TRAINING												
2.1. Supervision TR: AFI 36-2103, AFI 36-2403, AFPAM 36-2627												
2.1.1. Orient newly assigned personnel												
2.1.2. Analyze work requirements												
2.1.3. Prioritize work requirements												
2.1.4. Establish performance standards												
2.1.5. Establish work methods												
2.1.6. Plan/schedule work assignments												
2.1.7. Supervise work activities of personnel												
2.1.8. Evaluate individual duty performance												
2.1.9. Conduct EPR feedback												
2.1.10. Complete rating form												
2.2. Training TR:, AFI 36-2201, AFMAN 36-2108, AFMAN 36-2247, CFETP 3S2X1												
2.2.1. Review mission statements									A			
2.2.2. Identify training requirements									A			
2.2.3. Determine individual training needs												
2.2.3.1. Evaluate skills/qualifications									B			
2.2.3.2. Plan training									B			
2.2.3.3. Recommend personnel for training										*		
2.2.4. Develop training objectives										*		

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	(1) Course	(2) QTP
2.2.5. Develop evaluation devices											*	
2.2.6. Develop training plans											*	
2.2.7. Select qualified trainers											*	
2.2.8. Advise trainees on training programs											*	
2.2.9. Monitor effectiveness of upgrade/qualification training											*	
2.2.10. Maintain training records											*	
2.2.11. Participate in graduate evaluation											*	

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	(1) Course	(2) QTP
3. TRAINING MANAGEMENT FUNCTIONS												
3.1. Manage the training feedback system TR: AFI 36-2201, 3S2X1 CFETP Part I, AFI 36-2201, AFI 36-2623, AF Occupational Survey Control Monitor Handbook												
3.1.1. Provide information/guidance						b			B			
3.1.2. Provide guidance/review in report preparation						b			B			
3.1.3. Coordinate external evaluation team visits						b			B			
3.1.4. Process training surveys						b			A			
3.1.5. Manage the occupational analysis program						b						
3.2. Use office automation TR: Applicable Software Booklets												
3.2.1. Perform word processing	*/					2b						
3.2.2. Input/manage data using a spreadsheet	*/					2b						
3.2.3. Input/manage data using database management software	*/					2b						
3.2.4. Use electronic forms software	*/					2b						
3.2.5. Use graphics presentation software	*/					2b						
3.3. Prepare education and training correspondence using automated sources TR: AFI 33-360 Vol. 1, AFI 36-2201, AFMAN 37-126, AFPAM 33-337												
3.3.1. Memorandum	*					2b						
3.3.2. Messages						b						
3.3.3. Staff reports such as talking papers, point papers, staff summary sheets, etc.						2b						
3.3.4. Memorandums for record	*/					2b						

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	(1) Course	(2) QTP
3.3.5. Develop checklist	/						2b					
3.3.6. Review education and training forms for accuracy:	/											
3.3.7. Directives TR: AFMAN 37-126, AFH 33-337												
3.3.7.1. Develop local directives	/						A					
3.3.8. Manage suspenses							b					
3.4. Review publications and supplements affecting education and training TR: AFI 36-2201, AFI 36-2306												
3.4.1. Provide recommendations to appropriate OPR for USAF/MAJCOM publications										B		
3.4.2. Coordinate on base level publications and supplements										B		
3.5. Establish education and training information and libraries and files TR: AFI 36-2201, 36-2306, AFI 33-360 Vol. 1, 37-160 Vol. 1, AFI 37-161, AFMAN 37-126, AFMAN 37-139, AFIND 2, AFIND 8, AFIADL Word, AFIADL Catalog, AFSC/CDC Listing, ETCA												
3.5.1. Access/Retrieve education/training publications via electronic/network capability												
3.5.1.1. Air Force, MAJCOM, Subordinate publications	/						2b				*	
3.5.1.2. Education/training catalogs, bulletins, publications	/						2b				*	
3.5.1.3. Audio visual materials	/						b					
3.5.1.4. Computer based materials	/						b				*	
3.5.2. Establish/maintain documentation files	/										*	

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	(1) Course	(2) QTP
3.5.3. Manage unit Career Field Education and Training Plans and Air Force Job Qualification Standards												
3.5.3.1. Access and retrieve as required	*					2b						
3.5.3.2. Obtain	*					2b						
3.5.3.3. Issue	*					b						
3.5.3.4. Maintain						b						
3.6. Conduct education and training meeting TR: AFI 36-2201, AFMAN 37-126, AFMAN 36-2247												
3.6.1.. Schedule meeting	*					b						
3.6.2. Prepare/distribute agenda	*					2b						
3.6.3. Conduct meeting	*					2b						
3.6.4. Prepare/distribute minutes	*					2b						
3.6.5. Maintain minutes on file	*											
3.7. Coordinate special, resident, and nonresident training TR: AFI 36-2201, ETCA												
3.7.1. Review training request						2b						
3.7.2. Validate mission-essential need						2b						
3.7.3. Process request						b						
3.7.4. Conduct annual screening	*					b			B			
3.7.5. Request quotas												
3.7.5.1. Out-of-cycle	*					2b			B			
3.7.5.2. Special training	*					2b			B			
3.7.6. Manage quota allocation RIPS	*					b			B			
3.8. Use automated education and training systems and products TR: AFI 21-101, AFI 36-2201, AFMAN 30-3 Vol. V, AFMAN 36-2622 Vol. I, VI, AFCSM 21-556, Vol. 2												
3.8.1. Operate computers												

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	(1) Course	(2) QTP
3.8.1.1. Input/load data	*/						2b					
3.8.1.2. Inquire/extract on-line data	*/						2b					
3.8.1.3..								2b				
3.8.2. Maintain computer data												
3.8.2.1.. Verify accuracy of TR data	*						2b					
3.8.2.2. Submit proposed change to education/training subsystem OPR							b					
3.8.3. Manage computer products												
3.8.3.1. Review/interpret products	*						b			B		
3.8.3.2. Distribute products												
3.8.3.3. Identify and correct errors	*						2b			A		
3.8.3.4. Request automated products							b			A		
3.9. Evaluate Airmen's Qualification and Training Status TR: AFI 36-2101, AFI 36-2201, AFMAN 36-2108, AFM 36-2622 Vol. I and VI												
3.9.1. Screen newly assigned personnel	*						2b					
3.9.2. Review personnel training record	*						2b					
3.9.3. Determine individual training status code	*						2b					
3.10. Process Airman AFSC Training Status Actions TR: AFI 36-2101, AFI 36-2201, AFMAN 36-2622 Vol. I												
3.10.1. Verify upgrade eligibility	*/						2b					
3.10.2. Annotate OJT Roster	*/						2b					
3.10.3. Process manual/automated AF Form 2096	*/						2b					
3.10.4. Forward IMA upgrade requests to Base Training Office/HQ ARPC	/						b					

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	(1) Course	(2) QTP
3.11. Process classification actions for trainees demonstrating unsatisfactory progress in upgrade/qualification training. TR: AFI 36-2101, AFI 36-2201, AFMAN 36-2622 Vol. I												
3.11.1. Identify personnel	/					b						
3.11.2. Assess adequacy of training	*					c			B			
3.11.3. Determine deficiency	*					2c			B			
3.11.4. Record/coordinate data on source document worksheet	*					b			B			
3.11.5. Advise individuals	*					2c			B			
3.11.6. Recommend action	*					2c			B			
3.11.7. Initiate skill level/AFSC withdrawal package	*					2b			B			
3.11.8. Take follow-up action	*					b			B			
3.12. Analyze lack of training capability TR: AFI 36-2201												
3.12.1. Review documents, research, and validate problem	/					2b				*		
3.12.2. Recommend alternate training methods/resources	/					2b				*		
3.12.3. Research unit/base capability/capacity	/					2b				*		
3.12.4. Prepare documents						2b				*		
3.12.5. Forward documents through base and MAJCOM channels						b				*		
3.12.6. Notify parent MAJCOM of individual(s) involved						b				*		
3.13. Manage Career Development Course (CDC) program TR: AFI 36-2101, AFI 36-2201, AFMAN 36-2622 Vol. I and VI, AFIADL Catalog, AFSC/CDC Listing												

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	(1) Course	(2) QTP
3.13.1. Order appropriate CDC	*/						2b	b				
3.13.2. Review TR AUTODIN	/						2b					
3.13.3. Contact AFIADL concerning CDC enrollment problems using CDSAR	/						b					
3.13.4. Brief supervisor and trainee and issue CDC materials	*/						2c	2c				
3.13.5. Provide guidance/assistance on CDC procedures/problems	*/						b					
3.13.6. Ensure trainee has all materials before departing	*/						b	b				
3.13.7. Monitor CDC progression	*/						2b					
3.13.8. CDC waivers												
3.13.8.1. Analyze waiver trends	*						b	2b				
3.13.8.2. Process CDC waiver	*						2b	2b				
3.13.9. Process CDC extension requests	*/						2b					
3.13.10. Process CDC reactivation packages	/						b					
3.13.11. Process CDC cancellation	*/						2b					
3.13.12. Process CDC enrollment data change	*/						2b					
3.13.13. Request course examinations	*/						2b					
3.13.14. Schedule trainees for course examinations	*/						b					
3.13.15 Course examination failures												
3.13.15.1. Advise appropriate personnel	*/						b					
3.13.15.2. Identify causes of CDC failure	*/						b					
3.13.15.3. Process CDC examination failures	*/						b					
3.13.15.4. Recommend corrective actions	/						b					
3.14. Coordinate training for wartime tasks TR: AFI 36-2201												

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	(1) Course	(2) QTP
3.14.1. Assist contingency OPRs (i.e., Disaster Preparedness, PERSCO, PRIME BEEF) in determining specific wartime task requirements							b	b		B		
3.14.2. Incorporate wartime task training into base and unit exercises							b	b		B		
3.15. Conduct retraining interviews TR: AFI 36-2201, AFMAN 36-2247, AFMAN 36-2108												
3.15.1. Prepare for interview										B		
3.15.2. Conduct the interview										B		
3.15.3. Prepare written comments and recommendations										B		
3.15.4. Forward written comments and recommendations to appropriate agency										A		
3.16. Conduct education and training orientation using CFETP TR: AFI 36-2201, AFMAN 36-2247, AFMAN 36-2241, CFETP												
3.16.1. Skill level advancement							2b	2b				
3.16.2. PME advancement							2b	2b				
3.16.3. CCAF opportunity							2b	2b				
3.16.4. Career path							2b	2b				
3.16.5. AF training life cycle							2b	2b				
3.17. Manage Education and Training Equipment: TR: AFI 31-209, AFI 32-1031, AFMAN 23-110, Manufacturer's Manual												
3.17.1. Obtain equipment maintenance												
3.17.2. Set up equipment												
3.17.3. Operate equipment												

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	(1) Course	(2) QTP
3.17.4. Coordinate use of instructional equipment and aids												
3.18. Arrange for and schedule use of classrooms												
3.19. Manage testing programs TR: AFI 36-2605, AFH 36-2245 Vol. 11, DANTES Catalog, AFIADL Catalog												
3.19.1. Order test material						b						
3.19.2. Receive test material						b						
3.19.3. Secure test material						b						
3.19.4. Schedule tests						b						
3.19.5. Maintain test facility						b						
3.19.6. Administer tests						b						
3.19.7. Destroy test material						b						
3.19.8. Conduct/maintain test inventory						b						
3.19.9. Validate locally-developed tests						b						
3.19.10. Recommend changes to training material						b						
3.20. Resource management TR: AFI 36-2306, AFI 65-601 Vol. II, AFMAN 36-2247												
3.20.1. Review manpower and personnel requirements	*											
3.20.2. Manage budget												
3.20.2.1. Forecast										*		
3.20.2.2. Execute										*		
3.20.2.3. Initiate/use AF Form 616												
3.21. Schedule training events TR: AFI 21-101, AFI 36-2201, ETCA, AFJI 16-105, AFCSM 21-570 Vol. II move to 3												
3.21.1. Create training schedule	/					2b				*		
3.21.2. Load training events	/					2b				*		
3.21.3. Load/delete personnel to training events	/					2b				*		

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	(1) Course	(2) QTP
3.21.4. Process/publish training schedules	/						2b				*	
3.21.5. Manage deviations												
3.21.5.1. Identify	/						b				*	
3.21.5.2. Track	/						b				*	
3.21.6. Update completions												
3.21.6.1. Delete no shows	/						2b				*	
3.21.6.2. Delete/update event	/						2b				*	
3.22. Report status of training accomplishments TR: AFI 21-101, AFI 36-2201, AFCSM 21-570 Vol. II												
3.22.1. Identify overdue training items	/						b			B		
3.22.2. Identify cause of deficiency	/						c			B		
3.22.3. Recommend corrective measures	/						c			B		
3.22.4. Identify unit's inability to meet training requirements	/									B		
3.22.5. Prepare status reports												
3.22.5.1. Compile statistical data	/						2b					
3.22.5.2. Prepare statistical data summary	/						2b					
3.22.5.3. Develop visual aids	/						b					
3.22.5.4. Provide to appropriate officials							b					
3.23. Manage training detachment courses for maintenance complex TR: AFI 21-101, 36-2201, ETCA, AFCSM 21-570 Vol. II												
3.23.1. Coordinate with units to determine requirement	/						2b	b		B		
3.23.2. Identify priority courses	/						b	b		B		
3.23.3. Consolidate course requests	/						b	b		B		
3.23.4. Process approval/disapproval of quotas	/						b			B		
3.23.5. Coordinate availability of aircraft, equipment, and facilities	/						b	b		B		
3.23.6. Publish class schedules	/						b	b		B		

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	(1) Course	(2) QTP
3.23.7. Submit class rosters	/						b			B		
3.23.8. Report No-shows												
3.23.9. Coordinate course quotas with other maintenance training offices							b	b		B		
3.23.10. Process TDY training requirements							b			B		
3.23.11. Process en route training requirements to MAJCOM							2b			B		
3.23.12. Prepare on-site instructor assistance request	/						b			B		
3.24. Manage training evaluation program TR: AFI 21-101, AFI 36-2201, AFI 36-2605, AFH 36-2235 Vol. 11												
3.24.1. Develop evaluation material							b			B		
3.24.2. Administer evaluations							b			B		
3.24.3. Review evaluation results							b			B		
3.24.4. Dispose of evaluation materials							b			B		
3.24.5. Coordinate instructional system reviews (ISR)							b			B		

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Task	(1) Course	(2) CDC	(1) Course	(2) QTP
4. TRAINING DEVELOPMENT AND MANAGEMENT												
4.1. Assist in development of unit/individual training programs TR: AFI 36-2201, 37-160 Vol. 7, 37-161, AFMAN 36-2108, 36-2234, 36-2236, AFH 36-2235 Vol. 11, CFETP Part 1												
4.1.1. Analyze work center/duty position requirements												
4.1.1.1 Interview subject matter experts						b	b		B	*		
4.1.1.2. Identify day-to-day work requirements	*/					2b	2b		B	*		
4.1.1.3. Research applicable directives						2b	2b		B	*		
4.1.1.4. Relate mission statements to training requirements						2b	2b		B	*		
4.1.1.5. Develop questionnaires to assess requirements						2b	2b		B			
4.1.1.6. Review past production records						b	b		B	*		
4.1.1.7. Review applicable training standards (i.e., CFETP, AFJQS, etc.)	*/					2b	2b		B	*		
4.1.1.8. Identify special work requirements	*/					2b	2b		B	*		
4.1.1.9. Identify mandatory AFSC requirements (i.e., AFMAN 36-2108 and core tasks)	*/					2b	2b		B	*		
4.1.1.10. Determine training capability	/					b	b		B	*		
4.1.1.11. Identify recurring training requirements	*/					2b	2b		B	*		
4.1.1.12. Review manning documents						2b	2b		B	*		
4.1.1.13. Review staff assistance/ quality inspection reports						b	b		B	*		
4.1.1.14. Identify wartime tasks						b	b		B			
4.1.2. Define work center/individual requirements												

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Task	(1) Course	(2) CDC	(1) Course	(2) QTP
4.1.2.1. Develop training standards to support the mission	*						2b	2b		B	*	
4.1.2.2. Compare skills/qualifications to duty position requirements	*						2b	2b		B	*	
4.1.2.3. Review CFETP/AFJQS to identify training needs	*						2b	2b		B	*	
4.1.2.4. Identify personnel gains/losses							b	b		B	*	
4.1.2.5. Identify the need for job rotation							b	b		B		
4.1.2.6. Assist in initiating training record												
4.1.2.6.1. Determine applicable documents	*						2b	b		B	*	
4.1.2.6.2. Provide documentation guidance and assistance	*/						2b	2b			*	
4.1.2.7. Identify training capacity												
4.1.2.7.1. Assist supervisors in selecting trainers	*/						b	b			*	
4.1.2.7.2. Assist in selecting task certifiers	*/						b	b			*	
4.1.3. Develop training objectives and measurement devices												
4.1.3.1. Identify job and task performance requirements	*						b	b		B	*	
4.1.3.2. Identify training program objectives requirements	*						2b	2b		B	*	
4.1.3.3. Develop objectives							2b	2b		B	*	
4.1.3.4. Develop measurement devices												
4.1.3.4.1. Written/oral examinations							2b	2b		B		
4.1.3.4.2. Performance checklists/tests							2b	2b		B		
4.1.4. Determine work center training method												
4.1.4.1. Prioritize training							b	b				
4.1.4.2. Plan concurrent knowledge training							2b	2b			*	
4.1.4.3. Select training methods/media												
4.1.4.3.1. Lecture							b					
4.1.4.3.2. Coach/pupil							b					

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4.1.4.3.3. Demonstration/ performance							b					
4.1.4.3.4. Computer assisted							b					
4.1.4.3.5. Qualification training package (QTP)							b					
4.1.4.4. Develop Methods and Media												
4.1.4.4.1 Develop lesson plans (LPs)							2b			B		
4.1.4.4.2 Develop task breakdowns							2b			B		
4.1.4.4.3. Determine equipment needs							b			B		
4.1.4.4.4. Develop teaching aids							2b			B		
4.1.4.5. Schedule training							b			B		
4.1.4.6. Validate instruction												
4.1.4.6.1. Determine whether training materials meet needs							b			B		
4.1.4.6.2. Revise plans and materials, as needed							b			B		
4.1.5. Conduct training session												
4.1.5.1. Demonstration/ Performance							2b					
4.1.5.2. Lecture							2b					
4.1.6. Evaluate work center training												
4.1.6.1. Assist with task evaluations	*						2b			B	*	
4.1.6.2. Review work center training program	*						b			B	*	
4.2. Identify/Advise effective training evaluation methods to inspection and evaluation agencies TR: AFI 36-2201, AFMAN 36-2234, AFH 36-2235 Vol. 11, AFMAN 36-2247							b			B		
4.3. Identify availability of training sources TR: AFI 36-2201, AFI 36-2232, AFI 36-2306, AFJI 36-2230, ETCA, Distance Learning Catalog, Distance Learning Guide, AFIADL Catalog												

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Task	(1) Course	(2) CDC	(1) Course	(2) QTP
4.3.1. ETCA resident/nonresident courses							2b					
4.3.2. AFIADL courses							B					
4.3.3. DOD schools							B					
4.3.4. MAJCOM/Locally developed courses							B					
4.3.5. Civilian contracted courses							B					
4.4. Analyze education/training data for trends TR: AFI 36-2201												
4.4.1. Review/compile statistics	*						b			B		
4.4.2. Review/compile cross-tell reports							b			B		
4.4.3. Advise key personnel of training program status	*						b			B	*	
4.4.4. Recommend improvements/corrective actions	*						b			B	*	
4.5. Conduct unit/work center assistance visits TR: AFI 36-2201, AFMAN 36-2247, AFI 36-2306												
4.5.1. Conduct pre-visit	*						2b				*	
4.5.2. Conduct visit	*						2b				*	
4.5.3. Conduct post-visit	*						2b				*	
4.6. Instruct Air Force training courses TR: AFI 36-2201, AFM 36-2236	*						2b			B		

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	(1) Course	(2) QTP
5. BASE TRAINING FUNCTIONS												
5.1. Serve as base functional manager for AFSC 3S2X1 TR: AFI 36-2201						A						
5.2. Manage annual MAJCOM Functional Area (3S2X1) course screening TR: ETCA, AFI 36-2201												
5.2.1. Request quotas/backlogs from units						b						
5.2.2. Consolidate/prioritize requirements						b						
5.2.3. Forward to MAJCOM						a						
5.3. Train Education and Training personnel TR: AFI 36-2201	**											
5.4. Manage the Career Development Course (CDC) Examination Test Control Facility TR: AFI 36-2201, USAF AFIADL Catalog and Price Listing												
5.4.1. Establish test control office ZIP shred						A	b					
5.4.2. Maintain test control log	**/					b	b					
5.4.3. Log receipt of CDC examinations	**/					b	b					
5.4.4. Secure CDC examinations	**/					b	b					
5.4.5. Schedule course examinations	**/					b	b					
5.4.6. Maintain test facility	/					b	b					
5.4.7. Administer course examinations	**/					b	b					
5.4.8. Process answer sheets	**/					b	b					
5.4.9. Receive test results	**/					b	b					
5.4.10. Destroy testing material	**/					b	b					
5.4.11. Forward test results	**/					b	b					
5.4.12. Conduct test inventory	**/					b	b					
5.4.13. Forward CDC examinations to gaining test office	**/					b	b					
5.4.14. Request CDC extensions as necessary	**/					b	b					

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	(1) Course	(2) QTP
5.4.15. Report CDC examination compromises	/						c					
5.5. Serve as base point of contact for external training evaluations and surveys TR: AFI 36-2201	**						b			B		
5.6. Serve as OPR for OJT TR: AFI 36-2201												
5.6.1. Coordinate training support across the base and with higher headquarters							b	b		B		
5.6.2. Coordinate qualified trainer and certifier requirements between units							b			B		
5.6.3. Elevate unresolved issues to installation commander or MAJCOM Education and Training manager							b			B		
5.6.4. Coordinate Education and Training policy and program changes with the installation commander, supported units, and MAJCOM Education and Training manager							b			B		
5.6.5. Develop and coordinate base Education and Training policy							b			B		
5.6.6. Assist units in establishing effective Education and Training functions							b			B		
5.6.7. Provide feedback to MAJCOM Education and Training manager							b			B		
5.7. Ancillary Training Program TR: AFI 36-2201												
5.7.1. Provide guidance and assistance to base-level training agencies in developing ancillary training programs							A				*	
5.7.2. Review unit ancillary training procedures, upon request							A				*	

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	(1) Course	(2) QTP
6. EDUCATION SERVICES FUNCTIONS												
6.1. Customer Service TR: AFI 36-2107, AFI 36-2306, AFI 36-2608												
6.2. Individual educational services record (AF Form 186, Individual Record - Education Services Program)												
6.2.1. Initiate Educational Record via Automated/Manual System									A			
6.2.2. Process incoming and outgoing education records									A			
6.2.3. Maintain grade sheets												
6.3. Resource Management												
6.3.1. Initiate/Process AF Form 1227, Authority for Tuition Assistance Education Services Programs									A			
6.3.2. Certify invoices for payment									A			
6.3.3. Perform TA reimbursement/waiver actions									A			
6.3.4. Administer instructional and non-instructional programs/non-personal services contracts (NPSC)									A			
6.4. Manage education services program TR: AFI 36-2306												
6.4.1. Educational needs assessment survey												
6.4.1.1. Develop, distribute, and conduct	/								B			
6.4.1.2. Collate and interpret data	/								B			
6.4.2. Compile and submit the Nathan Altschuler Award for Excellence and Educational Programs.									B			

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	(1) Course	(2) QTP
6.4.3. Develop Education Services Program and Publicity	/								B			
6.4.4. Compile and submit Education Services Report									B			
6.5. Determine educational needs of individual personnel TR: AFI 36-2305, 36-2306												
6.5.1. Evaluate individual background	/								B			
6.5.2. Record interviews and results	/								B			
6.6. Assist and advise personnel on education services program TR: AFI 36-2302, 36-2305, 36-2306, American Council on Education Guide to the Evaluation of Educational Experience in the Armed Services (ACE Guide), Handbook to the ACE Guide, CCAF General Catalog, CCAF Counselors Handbook, Service Members Opportunity Colleges (SOC) Guide												
6.6.1. Obtain and interpret transcripts	/								B			
6.6.2. Update academic education levels	/								B			
6.6.3.. Obtaining credit for military schools/ experience/training	/								B			
6.6.4. Operation Bootstrap									B			
6.6.5. Education deferments	/								B			
6.6.6. Service Members Opportunity Colleges (SOC)	/								B			
6.6.7. On and Off Base Degree Programs	/											

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	(1) Course	(2) QTP
6.6.8. Correspondence, independent study, external degree programs TR: DANTES Independent Study Catalog, DANTES External Degree Program	/								B			
6.6.9. Financial aid, such as loans and grants	/								B			
6.6.10. CCAF TR: AFI 36-2304, CCAF General Catalog, CCAF Counselor Handbook, CCAF Update, CCAF Addendum												
6.6.10.1. Use CCAF Catalog/Update	/								B			
6.6.10.2. Use CCAF Advisors Handbook	/								B			
6.6.10.3. Order/interpret CCAF progress reports	/								B			
6.6.11. AFIT Programs TR: ETCA, AFI 36-2005, 36-2013									B			
6.6.12. Voluntary AFIADL Programs TR: AFI 36-2201, AFIADL Catalog,												
6.6.12.1. Career Development Courses (CDC) and Specialized Courses (SC)							b		B			
6.6.12.2. Enlisted PME courses	/						b		B			
6.6.13. Air University Officer PME TR: AFI 36-2301, Air University Catalog, AFIADL Catalog	/								B			
6.6.14. Commissioning Programs (AECF, AFROTC, AFA, OTS, LEAD, SOAR, etc.)									B			
6.6.15. Department of Veterans Affairs Programs TR: AFI 36-2306, Certification of Students Under Veterans' Laws, VA circulars												

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6.6.15.1. VA Educational Programs									B			
6.6.15.2. Preparation of certification forms									B			
6.7. DANTES Test Administration TR: AFI 36-2306, Examination Program Handbook (DEPH) Vol. I & II												
6.7.1. Comply with testing guidelines	/								B			
6.7.2. Safeguard examinations												
6.7.2.1. Maintain room and safe security	/								B			
6.7.2.2. Maintain test administration documentation	/								B			
6.7.3. Testing programs (CLEP, DSSTS, etc.) TR: DANTES Examination Program Handbook (DEPH) Vol. I & II												
6.7.3.1. Administer examinations	/											
6.7.3.2. Order examinations	/											
6.7.3.3. Inventory	/								B			
6.7.3.4. Coordinate annual DANTES facility inspection	/								B			
6.7.3.5. Report/identify test compromise	/								B			
6.8. Manage the distance learning/instructional program TR: AFI 36-2201, AF Handbook 36-2235 Vol. 5, AETCI 36-2208, AETCI 36-2209												
6.8.1. Obtain course materials and equipment	/								B			
6.8.2. Ensure material currency									B			
6.8.3. Ensure serviceability of training aids/equipment									B			
6.8.4. Inform units of available programs	/								B			

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6.8.5. Schedule training sessions	/								B			
6.9. Satellite Broadcasts												
6.9.1. Downlink (JST POC)						b						
6.9.2. Uplink (Broadcast site)						b						

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7. INSTRUCTIONAL SYSTEM DEVELOPMENT (ISD) TR: AFMAN 36-2234, AFH 36-2235 Series, AFPD 36-22												
7.1. ISD Process												
7.1.1. Total instructional system						B						
7.1.2. Quality improvement						B						
7.2. Learning theory												
7.2.1. Theoretical approaches						B						
7.2.2. Applying theory to the learning situation						B						
7.3. Instructional planning												
7.3.1. Conduct needs assessment												
7.3.2. Develop instructional system concepts												
7.3.3. Develop ISD management plan												
7.3.4. Develop ISD evaluation plan												
7.4. Analysis phase												
7.4.1. Conduct occupational/ educational/mission analysis												
7.4.2. Conduct task analysis												
7.4.3. Conduct learning analysis												
7.4.4. Perform resource analysis												
7.4.5. Conduct target audience analysis												
7.5. Design phase												
7.5.1. Develop objectives												
7.5.2. Prioritize, cluster, and sequence objectives												
7.5.3. Develop tests												
7.5.4. Review existing materials												
7.5.5. Design instructional plan												
7.5.5.1. Select instructional method												
7.5.5.2. Select media												

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7.5.5.3. Select media for integrated activities												
7.5.5.4. Determine instructional strategies												
7.5.5.5. Design instructional activities												
7.5.6. Develop implementation plan												
7.6. Development phase												
7.6.1. Prepare plan of instruction												
7.6.2. Produce instructional materials												
7.6.3. Validate instruction												
7.6.3.1. Develop validation plan												
7.6.3.2. Conduct internal reviews												
7.6.3.3. Conduct tryouts												
7.6.4. Finalize instructional materials												
7.7. Implementation phase												
7.7.1. Implement system functions												
7.7.2. Conduct instruction												
7.8. Evaluation												
7.8.1. Perform formative evaluation												
7.8.2. Perform summative evaluation												
7.8.3. Perform operational evaluation												

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	(1) Course	(2) QTP
8. MAJOR COMMAND (MAJCOM) Education and Training TR: AFI 36-2201, AFI 36-2245, AFI 36-2306, AFMAN 36-2247												
8.1. Manage the MAJCOM Education and Training program												
8.1.1. Coordinate on MAJCOM formal training requirements						A						
8.1.2. Manage MAJCOM Education and Training policy												
8.1.3. Act as MAJCOM focal point for training issues						A						
8.1.4. Respond to supported base and MAJCOM functional manager requests for Education and Training support												
8.1.5. Identify MAJCOM training providers capabilities/resources						A						
8.1.6. Coordinate training for supported bases with MAJCOM functional managers and providers												
8.1.7. Coordinate supported base training feedback												
8.1.7.1. Notify MAJCOM functional managers						A			A			
8.1.7.2. Notify training providers						A			A			
8.1.7.3. Monitor corrective actions						A			A			
8.1.8. Manage the MAJCOM OJT program to support mission requirements and USAF Education and Training policy												
8.1.9. Ensure base training managers are qualified to conduct base training programs in support of mission requirements									A			

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) War Time Tasks	(1) Course	(2) CDC	(1) Course	(2) QTP
8.1.10. Serve as the MAJCOM focal point for external training evaluations												
8.1.11. Assist MAJCOM inspection and evaluation activities to establish effective methods for evaluating airmen qualifications									A			
8.1.12. Review withdrawal from UGT and AFSC downgrade or withdrawal case files with MAJCOM AFSC functional managers									A			
8.2. Coordinate education and training policy and program changes with												
8.2.1. Supported bases						A			A			
8.2.2. MAJCOM functional managers						A			A			
8.2.3. Training providers						A						
8.3. Coordinate on education and training publications												
8.3.1. MAJCOM												
8.3.2. Supplements												
8.3.3. Provide recommendations												
8.4. Coordinate on draft training documents												
8.4.1. CFETP, AFJQS						A			A			
8.4.2. Provide recommendations to MAJCOM functional managers									A			
8.5. Serve as MAJCOM ancillary training program (ATP) advisor TR: AFI 36-2201												
8.6. Process Bootstrap TDY application waiver requests												
8.7. Review expenditure of funds for education and training programs												

8.8. Consolidate and analyze command education services reports and prepare statistical summary							A						
8.9. Monitor Air Force education and training recognition programs							A						